



Guide

... how to work



with an architect

&



Listing

... architects



for residential



and small-scale

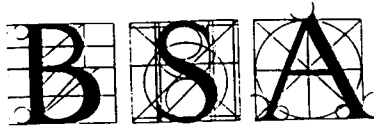


commercial work



BIA





How to Work with an Architect in Residential and Small-Scale Commercial Projects

Hiring and working with an architect is a process that may be unfamiliar to you. You may know an architect but you may not be quite sure exactly what one can do for you. This flyer should answer many questions and dissolve some of the myths about architects.

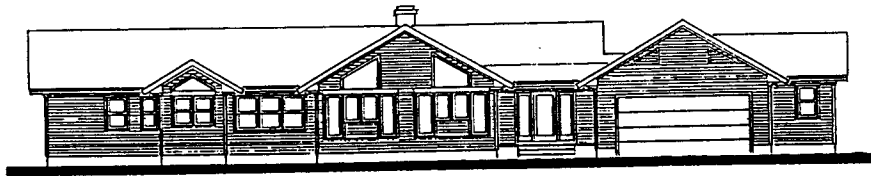
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Q: Who is an architect?

A: The architect is the professional who is trained specifically to guide you through the design and construction process. An architect is a professional who is licensed by the state to practice architecture. An architect usually has a minimum of five years of professional schooling and three years of experience before becoming eligible for licensing. He/She is the only professional who is specially trained to design the places we inhabit.

Q: What does an architect do?

A: An architect is a skilled professional who interprets and helps realize your dream. An architect turns your hopes into sketches and building plans. An architect determines how the heating, plumbing, electrical and other systems will fit. An architect does those things necessary to translate your idea into a reality – your architect is a counselor, a planner, a designer, a work coordinator, a business administrator.



Q: What kinds of projects benefit from architects' services?

A: New homes and other new buildings, additions to existing buildings, renovations, restorations, remodeling, planning, selecting a site, providing cost analyses, designing interiors, analyzing energy needs, dreaming with you – architects provide a broad range of services.

Q: What value does an architect provide?

A: An architect can provide value at each stage of the design process. First, he/she will work directly with you to assess and describe your needs in great depth. Next, the architect's extensive study of design alternatives, some of which you may not have considered, allows you to choose the design most appropriate to your needs. By keeping abreast of the latest construction technologies and materials, architects can recommend materials and construction systems to fit your design and budget. With his/her ability to define precisely the work to be done, you are ensured of accurate, competitive bidding by contractors. An architect's knowledge of site planning and natural energy processes (the influence of wind and sun on the design; water flow; etc.) enables him/her to accommodate your site's characteristics, including its urban or neighborhood context. During the construction phase of the project, the architect acts as your agent in dealings with the contractor and works to see that the project is built as specified. Last but not least, the unique value the architect provides is his/her design – including the aesthetic characteristics of your project. The fact that an architect has focused on your project's special characteristics and created a uniquely appropriate design are evidence of this value.

Q: Why hire an architect *and* a builder instead of hiring only a builder?

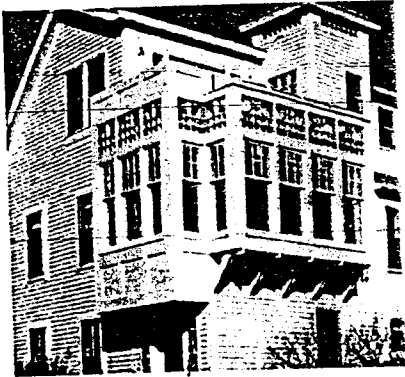
A: Historically the architect functioned as “master builder”. Today the architectural and building parts of the industry have evolved into separate disciplines. Most architects provide designs and drawings and are skilled at developing design schemes which are in your best interest with respect to use, views, materials, site, and environmental opportunities and constraints. Architects help you determine how to plan a house or other building that best serves your lifestyle, living and working habits, hobbies and interests, changing family size, and your fantasies. Builders provide construction services based on architects’ designs and builders can offer advice on building methods.

Q: What are the advantages and disadvantages of hiring a “design/build” company?

A: Provided that the “design/build” company actually works with an architect registered in Massachusetts, the primary services of architect and builder may be obtained by hiring a single “design/build” company. Other advantages may include more accurate cost estimates and construction method advice right from the initial design stage. Tighter scheduling may be possible because the time period for the bidding process and redesign for cost adjustments may be minimized. Possible disadvantages may include the lack of competitive bidding by builders.

Q: Are there different types of architecture firms?

A: There are many different types and sizes of architecture firms, some of which specialize in certain building types. Some firms are very large, employing 100 to 200 people or more, and may have branch offices nationally or even worldwide. However, most firms consist of fewer than 10 people – and many architects practice (like doctors) in one- or two-person offices. Many larger firms do not design individual houses. Smaller firms usually are in a better position to handle your needs if you are contemplating a residential or small-scale commercial project.



Q: How do you make an intelligent selection?

A: There are many ways to select your architect. The most popular (and usually the best) way is by interviewing candidates. By this process, you may select several architects from lists (such as the one accompanying this guide) provided by the Boston Society of Architects (BSA). The BSA is the local chapter of the

American Institute of Architects, the national professional association of architects. This BSA list includes architects who are licensed to practice throughout Massachusetts.

A brief call to an architect can help you determine if his/her experience is appropriate to your needs. Once you determine that the architect does the building type you want, set up an interview to discuss your project and review photographs and other samples of the architect’s work. Interview as many firms or individuals as you wish (we recommend you talk with at least two to four). After the initial meeting, you should be able to narrow the list. After more meetings it will become obvious which firm is best for your needs. Check the architect’s education, training, experience, references – and personality. Your architect will need to know you well so your architect should be someone with whom you feel comfortable. Your architect should be a good listener, responsive to your phone calls, clearly interested in your needs and able to communicate with you without using jargon. Be prepared; this process will take some time – and it is probably one of the most important decisions you will make.

Q: Why should you hire an “AIA” architect?

A: The AIA is the American Institute of Architects, the national professional association of architects. (The BSA is our local branch office.) Members of the AIA are licensed architects; however, there are some licensed architects who are not members of the AIA. AIA architects benefit from the AIA’s focus on the professional needs of architects and the public service obligations of the profession. Members of the AIA have unique access to continuing professional training.

timely access to information on new building materials and technologies and, perhaps most important, continual access to other AIA members who include the best practitioners in the nation.

AIA architects are also guided by and must adhere to the AIA Code of Ethics and Professional Conduct.

Q: When should your architect be hired?

A: The earlier the better. Your architect not only will help you design your dream but also will help you anticipate design and construction problems and will save you time and money.

Q: How do you compensate an architect for his/her services?

A: Architects are normally paid in one of three ways. One method specifies a percentage of the total construction costs. This percentage will vary in proportion to the size and complexity of a project. A second option is payment of an hourly fee plus expenses. The third method is a "lump sum" fee. You and the architect should agree upon fee method, conditions and pricing parameters before any design work begins. It is customary for the architect to be paid in several stages or monthly rather than payment-in-full at the end of the job. In most cases, the architect's fee also includes compensation for structural, mechanical (heating, plumbing, air-conditioning) and electrical engineering consultants the architect may need to hire.

Q: Is a written contract necessary?

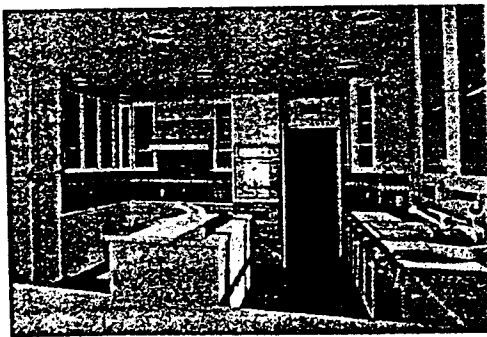
A: Yes. We strongly recommend that you and your architect begin your relationship with a written letter of agreement or contract that details your expectations, the architect's services, fees, schedules and everything else you and your architect consider important. A good, clear, written agreement no doubt will help prevent later misunderstandings or disappointments. A brochure you may find helpful in this regard is "Owner, Architect, Contractor Relationships: A Project Guide"; it is available for \$5.00 from the BSA. Sample contract documents also are available from the BSA; call 617-951-1433x221 for our AIA Documents List and Order Form.

Q: Now that you have hired an architect, what is the next step?

A: The architect will meet with you to develop your "program" (description of your needs) and go back to his/her office and start designing your facility. He/She will meet with you as many times as required throughout the process to ensure that the design fits your needs and budget.

Once the design is approved, the architect will prepare detailed drawings and other documents upon which construction firms will base their bids. To prepare these documents, the architect may need to enlist the help of structural, mechanical, electrical and other special consultants to help design specific parts of the building and to identify the materials to be

used. The architect will coordinate all of these specialists and integrate their work into one comprehensive set of documents. At the same time, the architect will see to it that the design complies with relevant building codes, regulations and accepted building practices.



Q: How do you determine overall costs?

A: Think through your project carefully at the outset. Budgeting the costs of design and construction is an important first step – it will help you avoid surprises and frustration. Illustrative budget items are listed on page 6 to suggest the major cost elements to be considered in a typical residential project.

Q: How is a building contractor selected?

A: Usually, if you haven't already selected a general contractor, you will invite contractors to submit bids. Usually three or more general contracting companies should be invited to review the documents prepared by your architect and submit total construction-cost bids. Usually (but not always) the responsible contractor with the lowest bid is hired. Your architect can help you screen and identify qualified contractors. To determine whether a contractor is registered to do business in Massachusetts, call 617-727-8598; to check for complaints filed against a contractor, call 617-727-8400.

Q: What is the architect's role during construction?

A: During the construction phase, the architect performs "contract administration" (not "inspection" or "supervision"). He/She will visit the site as appropriate, prepare supplementary drawings as required and review the contractor's progress and workmanship in order to determine if work is proceeding in accordance with the contract documents. The architect will review the contractor's applications for payment and issue orders for changes that you may authorize in the work. The contractor, not the architect, is responsible for adherence to the construction documents; the architect will keep you abreast of unauthorized deviations from the design, if any. The architect serves as your eyes and ears throughout construction.

Q: What are some common mistakes you can avoid?

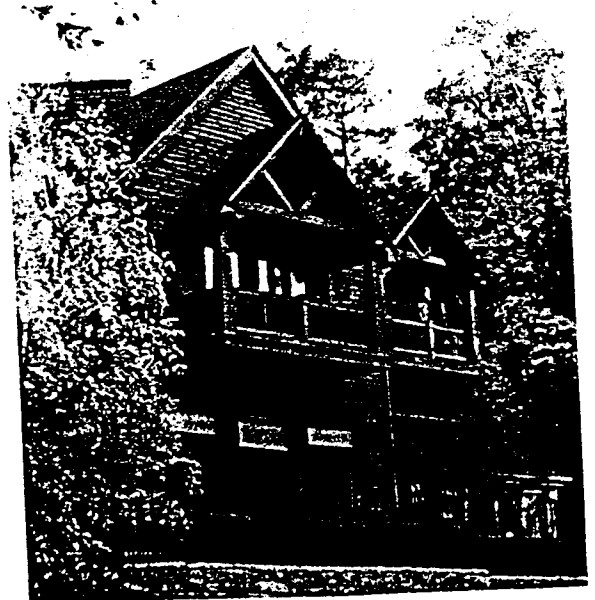
A: One well-known national consultant identifies these 12 most-common mistakes you must avoid: (1) Trying to save money by hiring nonprofessionals. (2) Letting your architect or builder rush you to a decision (about choosing materials, e.g.). (3) Deciding that building or renovating will "heal a marriage" or friendship; it won't. (4) Failing to do necessary, careful surveys, title searches, and similar research. (5) Trying to fit your needs into a beloved design instead of allowing the design to grow from a thorough understanding of your needs. (6) Failing to be a good client by failing to ask lots of questions until you get all the answers you need in language you can understand. (7) Failing to execute a contract or letter of agreement detailing fees and schedules and budgets and tasks — and then failing to monitor the process outlined in the agreement every step of the way. (8) Failing to understand that all the design decisions should be made before construction begins — it gets very expensive later. (9) Failing to monitor construction and to ask questions about anything you don't understand. (10) Hiring unqualified contractors to save money. (11) Substituting "bargain"-priced materials at the last minute. (12) Failing to remember that you get what you pay for. Hire a qualified architect, not the least expensive one.

Q: Where can you find out more about hiring an architect?

A: Call or write:

Boston Society of Architects
52 Broad Street
Boston MA 02109
617-951-1433x221 or, in Massachusetts, 800-662-1235x221
e-mail:bsarch@architects.org
www.architects.org

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The Steps Involved in Design and Construction – A Summary

Design and construction projects involve several steps. Typically, projects go through the following six phases. However, on some projects several of these steps may be combined or there may be additional ones.

Step 1 Programming/Deciding What to Build

The homeowner and architect discuss the requirements for the project (how many rooms, the function of the spaces, etc.), testing the fit between the owner's desires and budget.

Step 2 Schematic Design/Rough Sketches

The architect prepares a series of rough sketches, known as schematic design, which show the general arrangement of rooms and of the site. Some architects also prepare models to help visualize the project. The homeowner approves these sketches before proceeding to the next phase.

Step 3 Design Development/Refining the Design

The architect prepares more detailed drawings to illustrate other aspects of the proposed design. Floor plans show all the rooms in correct proportion and shape. Outline specifications are prepared listing the major materials and room finishes.

Step 4 Preparation of Construction Documents

Once the homeowner has approved the design, the architect prepares detailed drawings and specifications, which the contractor will use to establish actual construction cost and to build the project. These drawings and specifications become part of the building contract.

Step 5 Hiring the Contractor

The homeowner selects and hires the contractor. The architect may be willing to make some recommendations. In many cases, homeowners choose from among several contractors they've asked to submit bids on the job. The architect can help you prepare bidding documents as well as invitations to bid and instructions to bidders.

Step 6 Construction Administration

While the contractor will physically build the home or addition, the architect can assist the homeowner in making sure that the project is built according to the plans and specifications. The architect can make site visits to observe construction, review and approve the contractor's applications for payment, and generally keep the homeowner informed of the project's progress. The contractor is solely responsible for construction methods, techniques, schedules, and procedures.

Project Budget *Do a budget such as this before starting the design process.*

Your architect can assist you with this.

Land and building acquisition and financing

land cost \$ _____
building cost..... _____
title report..... _____
real-estate appraisal _____
financing costs, loan fees _____
bonds and assessments _____
legal fees (re-zoning, variances, etc.) _____
topographic and boundary survey _____
soils/geotechnical analysis/report _____

Subtotal \$ _____

Design

architect's fee _____
engineering fees. _____
landscape architecture fees _____
interior design and color consultation fees _____
special engineering fees (solar, acoustical, e.g.) _____

Subtotal \$ _____

Construction

cost-estimating _____
on-site work (grading, fences, walks) _____
off-site work (utilities, curbs, gutters, sidewalks) _____
building construction _____
landscaping, planting, irrigation _____
recreational features (swimming pool, tennis court, e.g.) _____
permit fees and construction taxes required by
various governmental agencies _____
insurance ("builder's risk" or "owner's risk")
and bonds _____
materials testing and inspection _____

Subtotal \$ _____

Furnishings

interior finishes, flooring and draperies _____
interior furnishings and appliances
(both standard and custom) _____

Subtotal \$ _____

Other

contingency for estimating errors and unforeseen expenses _____
adjustment for inflation _____
cost of temporary lodging (if appropriate) _____

Subtotal \$ _____
Total \$ _____



20 Questions to Ask Yourself Before You Get Started

1. Describe your current home.
What do you like about it?
What's missing?
What don't you like?
2. Do you want to change the space you have?
3. Do you want to build a new home?
4. Why do you want to build a house or add to or renovate your current home?
Do you need more room?
Are children grown and moving on?
Is your life-style changing?
5. What is your life-style?
Are you at home a great deal?
Do you work at home?
Do you entertain often?
How much time do you spend in the living areas, bedrooms, kitchen, den or office, utility space, etc.?
6. How much time and energy are you willing to invest to maintain your home?
7. If you are thinking of adding on, what functions/activities will be housed in a new space?
8. What kind of spaces do you need, e.g., bedrooms, expanded kitchen, bathrooms, etc.?
9. How many of those spaces do you think you need?
10. What do you think the addition/renovation/new home should look like?
11. If planning on a new home, what do you envision in this home that you don't have now?
12. How much can you realistically afford to spend?
13. How soon would you like to be settled into your new home or addition? Are there rigid time constraints?
14. If you are contemplating building a home, do you have a site selected?
15. Do you have strong ideas about design styles?
What are your design preferences?
16. Who will be the primary contact with the architect, contractor, and others involved in designing and building your project? (It is good to have one point of contact to prevent confusion and mixed messages.)
17. What qualities are you looking for in an architect?
18. How much time do you have to be involved in the design and construction process?
19. Do you plan to do any of the work yourself?
20. How much disruption in your life can you tolerate to add on to or renovate your home?

Once you have answered these questions, you will be better able to talk with an architect. The more detailed information you give, the easier it will be for the architect to address your needs.



20 Questions to Ask Your Architect

1. What does the architect see as important issues or considerations in your project? What are the challenges of the project?
2. How will the architect approach your project?
3. How will the architect gather information about your needs, goals, etc.?
4. How will the architect establish priorities and make decisions?
5. Who from the architecture firm will you be dealing with directly? Is that the same person who will be designing the project? Who will be designing your project?
6. How interested is the architect in this project?
7. How busy is the architect?
8. What sets this architect apart from the rest?
9. How does the architect establish fees?
10. What would the architect expect the fee to be for this project?
11. What are the steps in the design process?
12. How does the architect organize the process?
13. What does the architect expect you to provide?
14. What is the architect's design philosophy?
15. What is the architect's experience/track record with cost estimating?
16. What will the architect show you along the way to explain the project? Will you see models, drawings, or sketches?
17. If the scope of the project changes later in the project, will there be additional fees? How will these fees be justified?
18. What services does the architect provide during construction?
19. How disruptive will construction be? How long does the architect expect it to take to complete your project?
20. Do you have a list of past clients that your firm has worked with?

Project Types

Most architects are both general practitioners and specialists; that is, while an architect may have a special expertise or preference for one or more types of projects, most can and do provide architectural services on all types of building projects. Listed below are some illustrative project types to give you an idea of the range of most architects' capabilities. As you talk with a number of architects, you will discover if they have specialties that may be of particular value to you.

Residential Project Types --- Some Examples

- new single-family home construction
- single-family home remodeling and/or additions
- condo and/or apartment conversion and/or remodeling
- townhouses, condos, apartments
- multi-family and institutional residences
- historic renovation/preservation
- outbuildings and other structures
- interiors
- landscaping and related site design
- ADA & accessibility services
- consulting-only services

Small-Scale Commercial Project Types --- Some Examples

- new office construction
- office remodeling
- new retail facilities
- retail remodeling
- new food and/or entertainment facilities
- food and/or entertainment facilities remodeling
- new recreational facilities
- recreational facilities remodeling
- new institutional facilities (educational, religious, medical, cultural, etc.)
- institutional facilities remodeling
- historic restoration/preservation
- hotel/motel projects
- scientific/medical projects
- interiors
- landscaping and related site design
- ADA & accessibility services
- consulting-only services

In order to help you decide how and when to retain an architect, we urge you to review "How to Work with an Architect," the attached guide we developed particularly for residential and small-scale commercial projects.

We hope this information is helpful. If we can be of further assistance, please call us at 617-951-1433x221 or, in Massachusetts outside Boston, 800-662-1235x221.

LOCAL ARCHITECTS

List from the Norwood and Walpole yellow pages. The following is presented in a random order. Presenting this list does not constitute a recommendation.

A MESSAGE ABOUT ARCHITECTS

Architects are required to be licensed by the Division of Registration of the Commonwealth of Massachusetts. If you have a question about an architect or architectural firm, contact the Division of Registration at 100 Cambridge St., Boston, MA 02202 - (617) 727-3072.

- ☐ JOHN R. PERRY JR.
89 ACCESS RD., NORWOOD
[781] 769-4969
- ☐ MILLENNIUM DESIGN GROUP
1 COMMERCE WAY, NORWOOD
[781] 278-0000
- ☐ SPACE PLANNING DESIGN GROUP
106 ACCESS RD., NORWOOD
[781] 255-7320
- ☐ RUDOPH BEDAR ARCHITECTS
91 PROVIDENCE HWY., WESTWOOD
[781] 461-5757
- ☐ THE RUSTLEWOOD COMPANY, INC.
8 RUSTLEWOOD DR., CANTON
[888] 877-8300
- ☐ KARLIS GRINBERGS
425 COMMON ST., DEDHAM
[781] 329-1260
- ☐ HEWETT DESIGN
580 HIGH ST., DEDHAM
[781] 326-4000
- ☐ JOHN MAKI
52 RICHARDS ST., DEDHAM
[781] 320-9044
- ☐ MORAN AND ASSOCIATES
[MOLLIE BLUNDELL MORAN]
16 SCHOOL ST., DEDHAM
[781] 461-8000

- [] SUSAN L. ROGERS
72 SCHOOL ST., DEDHAM
[781] 329-5065
- [] WALSH/COCHIS ASSOCIATES, INC.
1165 RANDOLPH ST., CANTON
[781] 828-8700
- [] PANDO ASSOCIATES
481 YORK ST., CANTON
[781] 828-8161
- [] PHILIP S. WINSOR ARCHITECT, LTD.
969 MAIN ST., WALPOLE
[508] 668-8705
- [] MARK ALMEDA ARCHITECT
1281 WASHINGTON ST., WALPOLE
[508] 668-6221
- [] KORSLUND, LENORMAND & QUANN, INC.
75 WEST ST., WALPOLE
[508] 668-0155
- [] LEO MCCORMACK ASSOCIATES
536 HIGH PLAIN ST., WALPOLE
[508] 668-8150

ARCHITECTURAL DESIGNERS:

- [] ARJ ASSOCIATES
211 FULTON ST., NORWOOD
[781] 769-5585
- [] NBBJ
104 ROYALL ST., CANTON
[781] 828-2183

ARCHITECTURAL & CONSTRUCTION SPECIFICATIONS:

- [] HASSELBECK DESIGN
444 DEDHAM ST., WRENTHAM
[508] 384-5300

ARCHITECTURAL CONSULTANTS:

See "Architects", "Contractors-General", "Designers", "Drafting Services",
"Engineers-Consulting", "Home Designing + Planning Service", "Surveyors-Land"

Special Publications

ReModel!

Greg Gibson, AIA

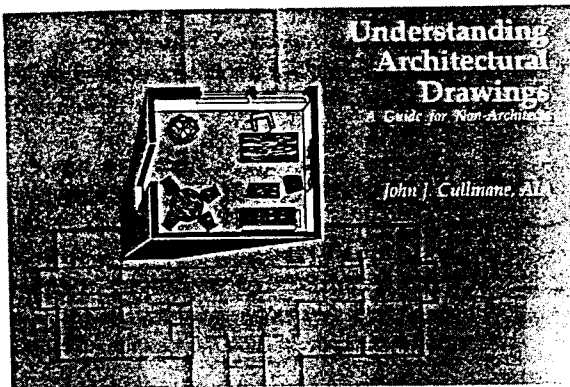
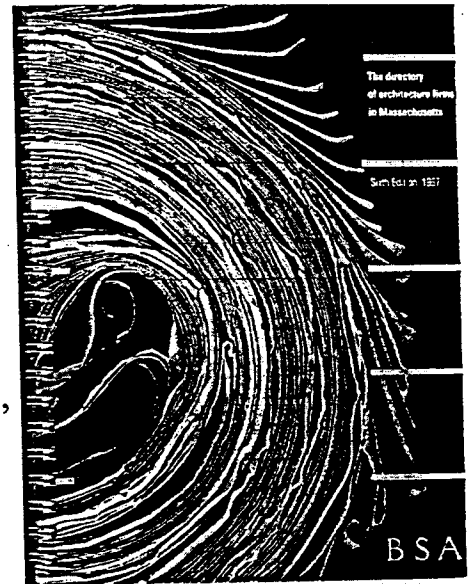
An Architect's Advice on Home Renovation



144 *ReModel! An Architect's Advice on Home Renovation* by Greg Gibson AIA (aimed at design and clients; covers project viability, the owner-manager, hiring a designer, design management, construction documents, hiring a builder, & construction; 2 pp.) \$30/\$20 for BSA members

06 *Owner, Architect, Contractor Relationships: A Project Guide* (18-p. booklet) \$7/\$4 for BSA members

80 *The Directory of Architecture Firms in Massachusetts, New Edition* (key data on design firms, specialties, contacts, etc.; 180 pp.) \$50/\$25 for BSA members



Understanding Architectural Drawings

A Guide for Non-Architects

John J. Cullinane, AIA

146 *Understanding Architectural Drawings: A Guide for Non-Architects* by John J. Cullinane AIA (drawing sheets & scales, specifications, building systems, building materials, and every aspect of drawings themselves; 139 pp.) \$35/\$25 for BSA members

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